

MINUTES OF THE REGULAR MEETING OF THE
WALTER GERRELLS CIVIC CENTER ADVISORY BOARD
WALTER GERRELLS CIVIC CENTER
4012 NATIONAL PARKS HIGHWAY
TUESDAY, AUGUST 6, 2013 AT 6:00 PM

Voting Members Present: Danita McCormick, Chairperson
Linda Wiggins
Lavelta Jenkins
Ken Anderson
Michelle Navarrete (entered at 6:51pm)

Voting Members Absent: Jane Guevara
Pat Florez

Ex-officio Members Present: Councilor Jason Shirley (exited at 6:54pm)

Ex-officio Members Absent:

Others Present: Curtis McKinney
Chris Murray
Chessa Aguilar
Tom Kirby, Disability Advisory Board
Patsy Jackson-Christopher, CRC Director

1 ROLL CALL OF VOTING MEMBERS AND DETERMINATION OF QUORUM:

Meeting was called to order at 6:06 pm by **Danita McCormick, Chairperson**. It was determined there was a quorum.

2 APPROVAL OF AGENDA: **Lavelta Jenkins** motioned to approve the Agenda, **Linda Wiggins** seconded the motion. The vote was as follows: Yes - Anderson, Jenkins, Wiggins McCormick No – None Absent – Navarrete, Florez, Guevara. The motion passed.

3 APPROVAL OF MINUTES FOR JULY 2, 2013: **Lavelta Jenkins** motioned to approve the minutes. **Linda Wiggins** seconded the motion. The vote was as follows: Yes – Anderson, Jenkins, Wiggins, McCormick No – none Absent – Navarrete, Florez, Guevara. The motion passed.

4 BOARD MEMBER UPDATES:

A. Discussion on Building Issues - Danita said at the last meeting they took a tour around the Center and asked for comments from the board members. **Lavelta** said the minutes talked about getting baby changing tables in the restrooms, also the ceiling tiles need to be replaced, and almost every restroom has a ceramic tile missing, there was a toilet in the dressing that needed to be replaced. The showers behind the stage needed tile repair and it looked like there was a water leakage.

Ken said the huge garage doors don't work.

Danita asked **Patsy** about the \$25,000 for security system; **Curtis** felt that might be wrong. **Danita** asked **Curtis** if he found out anything about the curtains he has been calling they are looking at maybe \$19 to \$20,000, these aren't official quotes. **Curtis** said he really feels like he can get something for around the \$20,000 range. **Patsy** said the security is for fire security.

Ken said some of the parking blocks need to be replaced they are busted up and it's a tripping hazard. The electrical box doesn't have a safety lock on it. There is a gate that isn't locked up.

Patsy said the changing tables are on order, the toilet might have already been replaced.

5. GUEST SPEAKER – TOM KIRBY, DISABILITY ADVISORY BOARD – Mr. Kirby handed out a checklist of ADA requirements. If something is feasible fix it but if it's not you can make alterations. **Mr. Kirby** discussed some of the basic regulations. Mr. Kirby asked if the board could show him the issues they are trying to address.

The board and **Mr. Kirby** talked about removing Section EE rows A thru N seats 1 & 2 to accommodate citizens with a mobility chair. They would also provide a fold out chair for any guest accompanying them to an event. **Curtis** asked if there was a requirement that the facility seating had a percentage of required seats for disability seating. **Mr. Kirby** said they do need to add visual alarms for those who have a hearing impairment. There are special alarms that cater to citizens with disabilities. He said the board might also check into some removable seats, those you can remove on demand.

6. OTHER COMMENTS AND QUESTIONS **Curtis** discussed the manager's contract. He said it should be on the City Council Agenda next Tuesday. He thinks everything got worked out. He said it is just a one year contract, the reason is the city wants to make sure it works this way, if things seem to be working then they can just do a renewal on the contract.

Councilor Shirley said some people are not comfortable going with a contractor, but he thinks **Curtis** can prove it in a year that it can work with a contractor. Then everyone will feel more comfortable.

Curtis said around this same time next year we'll look at how things are going then the contract will just be renewed.

Ken asked if a one year contract is typical for a City contract.

Curtis said in the last two contracts there were some flaws, he feels comfortable with this new contract. He is familiar with that last contract and he believes this one is a good contract. He has gotten a copy of the calendar and he has seen a lot of tentative dates, but he has noticed some major events are missing so he will be contacting them.

Ken asked who is scheduling the Civic Center events now and when all that would get turned over to **Curtis**.

Patsy said right now the museum staff; they will catch **Curtis** up to date and hand over the paperwork to **Curtis**.

Councilor Shirley said all the stuff the city has done will just transfer over to **Curtis**, it should be a smooth transition.

Danita asked how the deposits would be handled. **Patsy** said that would be up to our Finance Director. **Councilor Shirley** said that is probably something they will need to figure out.

Danita said as a board they want to know if someone hasn't paid. **Curtis** said right now they will have an open window to pay if they don't pay then that date will become available again. **Curtis** said he hired security, someone who has been in law enforcement for over 35 years. He would like to have a security guard at every event. He is hoping to install video cameras so he can record everything in the annex, parking lot and he can monitor things.

Patsy said the city will provide **Curtis** with the policies and regulations and fee structure that the city has been using. The city has been using what was approved by city council years ago and said **Curtis** and the board will probably need to re-do the policies and regulations and fee structure and get that all set up and bring it up to City Council for approval.

The board agreed to have a special meeting on Friday, August 16 so **Curtis** and the board can look over the fee structure.

Ken asked about the maintenance for the outside. **Curtis** said right now if there is a problem with the building he just calls that in. The city will still be responsible for the grounds doing maintenance to the building. If they need to get in they will let us know. His janitorial staff will take care of the inside.

7. **ADJOURNMENT 7:10 pm:** Ken Anderson motioned to adjourn, Linda Wiggins seconded the motion. The vote was as follows: Yes – Navarrette, Anderson, Jenkins, Wiggins, McCormick No – None Absent – Florez, Guevara. The motion passed.

Danita McCormick